

LETTER CIRCULAR

Institute for Education

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Information: X

Date: 20th December 2017

Action Required: X

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From: Joanne Grima - CEO Institute for Education

Subject: **EXPRESSION OF INTEREST FOR EXPERTS TO DELIVER PROFESSIONAL DEVELOPMENT SESSIONS**

The Institute for Education (IfE) is in the process of compiling a database of experts in different areas who would be ready to support schools and deliver professional development sessions during and/or after school hours. Applications are therefore being invited from those interested to form part of this database.

Eligibility Criteria

- A minimum qualification at MQF Level 6 in the area;
- Lower qualifications will be considered if the area is very specific and higher qualifications in the area are very limited.

Selection criteria

Experts shall be selected by an *ad hoc* Selection Board through an assessment of the information obtained from their *Europass Curriculum Vitae*, scanned copies of original documents listed in the Eligibility Criteria section. (Applicants might be asked to produce original documents for verification purposes). The Selection criteria shall give weight to the:

- Information in the motivation letter that will include:
 - Knowledge of Education policies;
 - Expression of Educational Vision.
- Qualifications (over and above the eligibility criteria);
- Experience in the area;
- Years of adult/teacher training.

The selected applicant/s will enter into a contract for service, for a maximum of 3 (three) years with the possibility of extension for another 3 years starting on the day of signing.

In the event where the expert is deemed to be unsatisfactory or not up to the required standards, the Contract shall be immediately terminated and the Expert shall forfeit all remuneration due.

Remuneration

The Expert shall be paid;

- a) €22 per hour of professional development which is non-accredited;
- b) €30 per hour of professional development which is accredited at MQF Level 4 and 5;
- c) €35 per hour of professional development which is accredited at MQF Level 6 and 7.

Submission of application

Interested applicants are asked to submit an online application by following the link:
<https://goo.gl/cw99gX>.

The motivation letter together with a *Europass Curriculum Vitae* and scanned certificates and/or testimonials will be received in the first instance by the Institute for Education at ife@ilearn.edu.mt by not later than **noon (Central European Time) of Friday, 12th January 2018**.

Thank you.

Joanne Grima
CEO Institute for Education